

COMMUNITY DEVELOPMENT PROGRAM SPECIALIST

NATURE OF WORK

This is responsible professional level work participating in redevelopment and revitalization programs, projects and activities of the Community Development Division of the Urban Development Department.

Work involves responsibility for the performance of professional and technical community development, neighborhood, and sub-area project planning functions under general supervision. Independent judgment is exercised in the application of professional techniques and principles within the framework of established federal, state, local, and departmental guidelines and policies. Supervision may be exercised over a small group of technical and clerical subordinates. Supervision is received from a professional superior who reviews work through consultation and analysis of reports submitted.

EXAMPLES OF WORK PERFORMED

Develops the Community Development Block Grant program and budget recommendations, including the preparation of the Three Year and Annual Housing Assistance Plans, Annual Citizen Participation Plan, and environmental reviews.

Develops and updates a neighborhood classification system to identify and assess neighborhood needs on a city-wide basis.

Coordinates a variety of programs and projects (such as but not limited to: Barrier Removal, Weatherization and Purchase-Rehabilitation, and other Community Development Block Grant funded public improvement projects) in terms of purpose and operation to ensure that goals and objectives are being adequately accomplished.

Researches information basic to the preparation of community projects and Federal proposals; prepares statistical and technical reports regarding community development programs and activities.

Obtains, compiles and presents data and information for projects or functions performed by the Community Development Division.

Coordinates various aspects of the Community Development Block Grant Program, including neighborhood revitalization activities and public improvement projects.

Attends a variety of meetings and acts as staff resource for advisory boards and task forces which may include recruiting members, presenting information, preparing agendas, and assembling background information.

Establishes work schedules and project guidelines for various projects and programs as required.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Considerable knowledge of research methodology and of standard sources and uses of socio-economic information.

Knowledge of Federal and local laws and guidelines regarding Community Development activities relating to redevelopment and revitalization programs, projects and activities.

Knowledge of land use zoning, urban design, preservation activities, community development functions relating to redevelopment and revitalization programs, and development financing.

Ability to perform difficult studies and investigations relating to community development, and to prepare reports of the particular features under study.

Ability to perform advanced professional work pertaining to redevelopment and revitalization programs, projects and activities.

Ability to interact with neighborhood groups and agencies, including the ability to coordinate ideas of diverse groups into a mutually accepted plan of operations.

Ability to formulate and interpret alternate solutions to problematic situations.

Ability to supervise a small group of technical and clerical personnel.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with coworkers, municipal officials, neighborhood groups, and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in public or business administration, economics, planning, or in one of the related social or engineering sciences; and considerable experience within a Community Development agency participating in a variety of redevelopment and revitalization programs, projects and activities. An accredited Master's Degree in an appropriate field may be substituted for a proportionate amount of experience.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in public or business administration, economics, planning, or in one of the related social or engineering sciences; and experience participating in a variety of redevelopment and revitalization programs, projects and activities; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

City-County Personnel Director